



Medical Transportation and Lodging Request

Part 1	Case Name:	Case #	Date
Name of Person Requiring Travel:			

Part 2 Complete this section for each date of travel				DWS/BES office use only.		
Date of Travel	Name and Address of Medical Provider	Total Mileage	¹ Overnight Expenses	² Mass Transit Available? Y/N	³ Care outside the recipient's local area? Y/N	Covered Service Y/N
Totals				Total Mileage x .18 = \$ Mileage and Overnight Expense Total \$		

Recipient Signature _____

Part 3 For Office Use Only		
Date Received:	Approved 9	# of Miles _____ x .18 = _____ + Lodging Expense _____ Total Expense Allowed _____
Counselor/Worker Name:	Denied 9 Reason: _____	

- ¹ The recipient must travel more than 100 miles and driving time would result in arriving home later than 8:00 p.m. or the medical services requires an overnight or extended stay. Attach bills and Dr.'s statement. (651-4)
- ² Reimbursement is available only if adequate mass transit is not available or the recipient is unable to use transit because of a disability, cost effectiveness, or having small children. (651-4 pg10)
- ³ Reimbursement is allowed to get medical care outside the recipient's local office area ONLY if the recipient cannot get Medicaid care locally. (651-4 pg12)

